



Matching Gifts Program U.S. and Canada

Updated July 2017

Starbucks recognizes and supports partners' individual contributions of financial gifts or time to qualified organizations. Partners may request up to \$1,500 in grants per fiscal year (October 1 – September 30) in support of such contributions. Requests will be processed in the order of contribution date, up to the maximum fiscal year limit. Review the guidelines below for both aspects of the program, Financial Gifts and Volunteer Time.

ELIGIBILITY CRITERIA

Partners

All active partners of Starbucks Coffee Company in the U.S. and Canada are eligible and remain active at the time they contribute time or financial gifts through the time the request is processed and paid.

Organizations

Grants can be made only to 501(c)(3) public charities in the United States and Registered Charities in Canada. If you have questions about whether an organization qualifies, contact CyberGrants at starbucks@cybergrants.com or (866) 763-1815.

Organizations not eligible to receive grants include:

- Political organizations
- Religious organizations benefiting only those with like beliefs
- Private foundations
- Professional organizations

FINANCIAL GIFTS

Any active partner may request that Starbucks match a financial contribution to an eligible organization.

Eligible Contributions

- Must be a personal gift, from the partner's personal funds, which has been paid and not simply pledged. The minimum gift eligible for matching is \$20. For gifts of installments, each installment must be submitted separately and meet the \$20 minimum gift requirement.



- Gifts must be personal contributions made directly to approved organizations.
- Gifts must be in the form of cash, check, credit card or marketable securities with a quoted market value. Gifts of securities are valued based on the average of the high and low on the date of the gift. No other form of personal or real property will be matched.

Ineligible Contributions

Such exclusions include, but are not limited to:

- Gifts from spouses or surviving spouses
- Gifts made in lieu of tuition payment or services
- Fees for service or tuition payments
- Membership fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Gifts or payments for primarily political purposes
- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution

Request Considerations

- The minimum gift amount is \$20 before a match will be processed.
- Within 12 months of making your contribution, go to the Matching Gifts page on the Partner Hub to request a match.
- You must then send a notification to the organization and instruct them to confirm your donation. From there, it is the organization’s responsibility to complete the process.
- The organization has 12 months from the gift date to confirm your donation, otherwise the donation will not be matched.
- If the amount that is donated is different than the organization confirms, the lower of the two amounts will be matched.
- Once the organization confirms your donation, your gift will be processed and matched on the following quarterly schedule:

Partner completes request and organization confirms gift by:	Matching donation to be issued on/around:
November 1	December 15
February 1	March 15
May 1	June 15
August 1*	September 15

*Please note that gifts confirmed by the organization before August 1 are part of the current fiscal year’s \$1,500 allotment. Any gifts confirmed after August 1 will count towards the next fiscal year.



VOLUNTEER TIME

Any active partner may request that Starbucks support their community service efforts with a grant to an eligible organization.

Eligible Projects

- Projects that directly serve a local community or the environment.
- Individual hours will be recorded. If partners are volunteering as a group, each partner must log their own hours and submit their grant request separately.

Ineligible Projects

Such exclusions include, but are not limited to:

- Projects that do not directly involve a non-profit organization
- Any project involving brewing or serving coffee
- Time spent training for an event, such as a marathon. (Note: time spent fundraising and participating in these events does qualify. Similarly, for multi-day events, only time spent walking or riding qualifies.)
- Blood donation or other medical procedures
- Foster parenting children
- Registration fees, fees for tables at fundraising events, board dues and membership fees
- Internships

Request Considerations

- There is a minimum of 25 hours of volunteer time before a grant will be processed.
- Within 12 months of volunteering, go to the Matching Gifts page on the Partner Hub to request a grant. You may let the organization know that you will be applying for a grant on behalf of your efforts, but you must not guarantee that they will receive financial support.
- You must then send a notification to the organization and instruct them to confirm your hours. From there, it is the organization's responsibility to complete the process.
- The organization has 12 months from the volunteer date to confirm your hours, otherwise the grant will not be processed.
- If the number of hours that is submitted is different than what the organization confirms, the lower of the amounts will be processed.
- Once the organization confirms your hours, your grant will be processed and paid on the following quarterly schedule:



Number of hours volunteered	Grant amount	Partner completes request and organization confirms hours by:	Grant to be issued on/around:
25 to 49	\$250	November 1	December 15
50 to 74	\$500	February 1	March 15
75 to 99	\$750	May 1	June 15
100 or more	\$1,000	August 1*	September 15

*Please note that hours confirmed by the organization before August 1 are part of the current fiscal year's \$1,000 allotment. Any hours confirmed after August 1 will count towards the next fiscal year.

ADMINISTRATIVE CONDITIONS

Starbucks Coffee Company reserves the right to suspend, change, revoke or terminate the Program at any time. Additionally, Starbucks shall be the sole judge as to the eligibility of projects and potential grantee organizations including whether their missions support Starbucks Guiding Principles. In all of the foregoing matters, the decisions of Starbucks Coffee Company shall be final.

Questions

Call (866) 763-1815, email starbucks@cybergrants.com or visit the Matching Gifts page on the Partner Hub.